



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2445

2009 Educator License Renewal Instructions

Reading and following these instructions will help ensure swift and accurate processing.

Please keep this packet. We will refer to it if you contact us with questions.

Deadline for Renewals is June 30, 2009

Renewals must be postmarked no later than June 30, 2009.

Renewals postmarked after June 30, 2009 will be returned. Your license will lapse and will no longer be valid.

Educators who do not renew on time but wish to be licensed, will be required to REINSTATE their license and will incur additional fees.

There is no grace period. June 30, 2009 is the deadline.

PLEASE RENEW ON TIME!

Renewal Instructions

2008-2009 School Year

Dear Educator:

Our records show that your Vermont educator's license will expire on June 30th of this year. We have prepared this information packet to help you through the renewal process.

Reading these instructions will help ensure swift and accurate processing.

Please keep this packet. We will refer to it if you contact us with questions.

Important Information?

- **Disclosure Form** This form must be completed for all license renewals. If you have previously reported the same incident to the department, please indicate when it was reported and the results of any investigation.
- New and/or revised licensing regulations were enacted by the Vermont Standards Board for Professional Educators in April of 2008. You may view the complete **Regulations Governing the Licensing of Educators** online at this web site:
 • http://education.vermont.gov/new/html/licensing/regulations_endorsements.html
- The Vermont Standards Board for Professional Educators approved new and/or revised endorsements and endorsement competencies. Vermont approved educator endorsement codes are included in this packet. You may view all endorsements and endorsement competencies online at:
 • http://education.vermont.gov/new/html/licensing/regulations_endorsements.html
- **The Vermont Re-Licensing Process...A Handbook for Educators** was published to provide educators with a resource about the development of an Individual Professional Development Plan, the documentation of that plan in a portfolio, and general re-licensing information. It is located online at:
 • http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_0306.pdf
- **Level I licenses are issued for three years.** Licensing fees are assessed according to the number of years a license is valid at a rate of \$ 40.00 per year. The three-year Level I license fee is **\$120.00**.
- **Level I Professional Development Requirements** Regulations require that you provide documentation of three professional development credits when you **renew a three-year Level I license**. One of the three credits must align with the content and knowledge standards of the endorsement.

Reasons why renewals are delayed:

- Incomplete forms
- No employment information
- Forms are not signed
- Incorrect fees

Important Reminders

- **Read the instructions and complete your forms carefully.** Incomplete forms or forms received without fees will delay processing.
- Due to the high volume of renewal forms and new applications we receive each spring, **renewal forms received after May 31st will take at least 6 weeks to process. Renew early!**
- Do not fax or email renewal forms.
- Renewals are processed in the order of the date received in the Licensing Office.
- Forms hand delivered to the office will be processed with that day's mail.
- **Licenses are not issued or printed on a walk-in basis.**
- Please **do not ask** the Local/Regional Standards Board to mail your renewal to the Licensing Office. Mailing your own forms, with the orange self addressed and stamped return postcard, ensures that you know when they were received.
- If you are planning to apply for the **Retired Educator License**, please e-mail the Licensing Office at:
doe-licensinginfo@state.vt.us or call us at 802-828-2445.

Licensing Fees

Renewal & Reinstatements

Level I Renewal Fee.....	\$120
Level II Renewal Fee	\$280
Level I & II Renewal Fee	\$400
Level I Reinstatement Fee.....	\$160
Level II Reinstatement Fee	\$320

Miscellaneous Fees

Duplicate License Fee	\$10
Moving Level I endorsement to an existing Level II license.....	\$40

Misrepresentation or willful omission of information on a renewal form may result in denial of renewal or disciplinary action against your educator license.

VERMONT APPROVED EDUCATOR ENDORSEMENT CODES

Each license must have one or more endorsements. An endorsement specifies the instructional level and the endorsement content area in which the license holder is authorized to perform educational services. The first number in an endorsement code denotes the grade or age range the educator may serve, and the latter two digits denote the content area. (Example: 2-05 = Grades 7-12 English)

Instructional Levels

Some instructional levels are restricted to specific endorsements. Please refer to the endorsement competencies and endorsement authorization statement (located under the endorsement name) for the instructional levels available for the endorsement. **Note: Not all instructional levels can be assigned to all endorsements.**

<u>Code</u>	<u>Range</u>	<u>Restrictions</u>
0	Birth through Grade 3	Early Childhood Education only
1	Grades K-6	Elementary Education only
2	Grades 7-12	No restriction
3	Grades PreK-12	No restriction
4	Grades 5-9	Middle Grades only
5	Birth through age 6	Early Childhood Special Educator and Early Childhood Education only
6	Age 3 through age 21	Educational Speech Language Pathologist, Director of Special Education, Teacher of the Blind and Visually Impaired, Teacher of the Deaf and Hard of Hearing, and Intensive Special Education Teacher only
7	Grades PreK - 6	Art, Modern and Classical Languages, Physical Education, Music, Health Education and English as a Second Language only
8	Grades K-8	Special Educator and Consulting Teacher only
9	Grades 5-12	Family and Consumer Sciences, Design and Technology Education and Business Education only
10	Grades 7 through age 21	Special Educator and Consulting Teacher only
11	Grades 9 -12	Junior ROTC Instructor, Career and Technical Education, Driver and Traffic Safety Education, Cooperative Career and Technical Education Coordinator and Career and Technical Education School Counseling Coordinator only
12	Grades K through age 21	Special Educator and Consulting Teacher only
13	Grades 8 through age 21	Career and Technical Education Special Needs Coordinator only
14	Grades K-3	Early Childhood Education only

Teacher Endorsement Areas

- 00 Elementary Education
- 02 Art
- 03 Business Education
- 05 English
- 06 Modern and Classical Languages:
 - A. French
 - B. Spanish
 - C. German
 - D. Russian
 - E. Latin
 - F. Greek
 - S. American Sign Language
- 08 Physical Education
- 09 Family and Consumer Sciences
- 10 Design and Technology Education
- 11 Mathematics
- 12 Music
- 13 Science
- 14 Computer Science
- 15 Social Studies
- 16 Junior ROTC Instructor
- 17 Career and Technical Education
 - A. Agriculture & Natural Resources
 - B. Architecture & Construction
 - C. Arts & Communication
 - D. Business
 - E. Education and Training
 - F. Health
 - G. Hospitality
 - H. Human Services
 - 1. Personal Care
 - 2. Family & Community Services
 - I. Information Technology
 - J. Law & Public Safety
 - K. Manufacturing
 - L. Transportation

- 19 Middle Grades
 - A. English
 - B. Mathematics
 - C. Science
 - D. Social Studies
- 30 Driver and Traffic Safety Education
- 31 Health Education
- 36 Early Childhood Education
- 37 Theatre Arts
- 38 Dance
- 39 Bilingual Education
- 40 English as a Second Language
- 42 Educational Technology Specialist
- 54 School Social Worker
- 60 Cooperative Career and Technical Education Coordinator
- 61 Library Media Specialist
- 64 School Counselor
- 65 School Nurse
- 65A Associate School Nurse
- 66 School Psychologist
- 67 Teacher of the Blind and Visually Impaired
- 68 Teacher of the Deaf and Hard of Hearing
- 73 Career and Technical Education School Counseling Coordinator
- 76 Reading/English Language Arts Specialist
- 78 Reading/English Language Arts Coordinator
- 80 Early Childhood Special Educator
- 81 Intensive Special Education Teacher
- 82 Special Educator
- 84 Educational Speech Language Pathologist
- 85 Consulting Teacher
- 87 Career and Technical Education Special Needs Coordinator

Administrator Endorsement Areas

- 20 Assistant Director for Adult Education
- 75 Supervisor
- 86 Director of Special Education
- 90 Superintendent
- 91 Principal
- 92 Career and Technical Center Director

RENEWAL PROCESS A

Procedures for educators who are required to re-license through a Local or Regional Standards Board

Professional Development Requirements

If you are renewing a Level I endorsement

- Professional development will be required to renew a Level I endorsement in 2009.
- You will be required to provide evidence of three credits (45 hours) of professional development activities. One (15 hours) of the three credits must align with the content and knowledge standards of the endorsement you are renewing. Documentation of these credits must be submitted to your L/RSB.
- You will be issued a **new 3-year Level I license**.

If you are renewing a Level II endorsement:

- You are required to provide evidence of **nine** professional development credits (**135 hours**) for each Level II endorsement. At least **three** of these **credits (45 hours)** must align with the content and knowledge standards of the endorsement area you wish to renew. The other six credits may overlap with professional development for other endorsements.
- You must provide documentation of any other required licenses or credentials.

White Renewal Form

- **You must complete the ORIGINAL FORM with ORIGINAL SIGNATURES AND DATES.**
- Endorsement(s) that are expiring on June 30, 2009 are listed on your Renewal Form with the asterisk (*) on the left of the expiration date.
- **Please enter your current telephone number and e-mail address if it has changed since your last renewal.** Check the spelling of your name and your address. Make changes in the designated area on the upper right hand corner of the form.
- Complete **all** sections. Sign and date the form.

Disclosure Form

- You must complete the **Disclosure Form**. Please answer all seven questions. If you answered "yes" to any question, attach an explanation and any relevant documents. If the information has been previously reported by you to the department, just tell us the date that you first reported it and the results of any investigation.

Drop an Endorsement Form

- You must complete the "Drop Endorsement Form" if you wish to drop an endorsement. The "Drop an Endorsement Form" must be signed by your L/RSB and indicated by them in the proper box on your renewal form. You may reinstate a dropped endorsement after

documenting the required professional development as long as you have a current valid license that holds one or more endorsement(s).

Child Support, Tax, and Unemployment Compensation Contributions Good Standing Form

- Vermont Law requires you to sign a Good Standing Statement for Child Support, Tax and Unemployment Compensation Contributions.
- You are required to sign these even if you do not have children and/or do not pay child support, do not owe taxes to the State of Vermont, or were never an employer.
- You must complete all **three** sections of the **pink** form, include your Social Security number, and sign and date this form.

Submit Renewal Forms to your Local/Regional Standards Board for signatures

- If you are working as a teacher or in one of the student support categories (school counselor, school nurse, etc) you will submit this form to your Local or Regional Standards Board. The procedures the boards follow are written in their plans of operation. **Please meet with your L/RSB and submit the required materials to them before March 31st.**
- If you are a part-time **teacher** and also **serve as a part-time administrator at least 50% of the time**, submit your renewal form to the Regional Standards Board.
- Educators on sabbatical or official leave of absence are considered employed and must renew licenses through the Local/Regional Standards Board.
- Do not give your check to your L/RSB.

When you have received the appropriate signatures from your Local/Regional Standards Board

- Review the L/RSB recommendations.
- School Nurses must include a copy of your current Vermont R.N. license.
- Determine the appropriate renewal fees.
- Write a check made out to the **“DOE – Licensing Office”**.

Send your renewal packet to the Office of Educator Licensing

The packet should include:

- ☐ *White* Renewal Form,
 - ☐ *White* Disclosure Form,
 - ☐ *Pink* Statement Regarding Child Support, Tax and UCC,
 - ☐ *Blue* Drop an Endorsement Form (if applicable),
 - ☐ *Orange* Return Post Card with your address and a stamp,
 - ☐ A check made out to the **“DOE – Licensing Office”** (Do not send cash)
- Mail the completed packet and your check to Vermont Department of Education - Office of Educator Licensing, 120 State St., Montpelier, VT 05620-2501

RENEWAL PROCESS B

Procedures for educators who re-license through the Department of Education Licensing Office



White Renewal Form

- **You must complete the ORIGINAL FORM with ORIGINAL SIGNATURES AND DATES.**
- Endorsement(s) that are expiring on June 30, 2009 are listed on your Renewal Form with the asterisk (*) on the left of the expiration date.
- **Please enter your current telephone number and e-mail address if it has changed since your last renewal.** Check the spelling of your name and your address. Make changes in the designated area on the upper right hand corner of the form.
- Complete all sections up to your signature. Sign and date the form.



Disclosure Form

- You must complete the **Disclosure Form**. Please answer all seven questions. If you answered “yes” to any question, attach an explanation and any relevant documents. If the information has been previously reported by you to the department, just tell us the date that you first reported it and the results of any investigation.



Drop An Endorsement Form

- You must complete the “Drop Endorsement Form” if you wish to drop an endorsement. This “drop” must be indicated on your renewal form. You may re-instate a dropped endorsement after documenting the required professional development as long as you have a current valid license that holds one or more endorsements.



Professional Development Requirements

If you are renewing a Level I endorsement:

- Professional development will be required to renew a Level I endorsement in 2009.
- You will be required to provide evidence of **three credits (45 hours)** of professional development activities. **One** of the three credits (**15 hours**) must align with the content and knowledge standards of the endorsement you are renewing.

Professional Development Activity Verification Form

This form must be included when renewing a Level I license through the Licensing Office. Instructions and the required forms are available online at the following web address:

http://education.vermont.gov/new/html/licensing/forms/renewal_non-lsb_level_1.html

- You will be issued a **new 3-year Level I license**.

If you are renewing a Level II endorsement:

- You are required to provide evidence of **nine** professional development credits (**135 hours**) for each Level II endorsement. At least **three** of these **credits (45 hours)** must align with the content and knowledge standards of the endorsement area you wish to renew. The other six credits may overlap with professional development for other endorsements.
- You must provide documentation of any other required licenses or credentials.



NEW REQUIREMENT: Level II License Renewal

Read and complete both forms:

1. Professional Development Activity Verification Form

This form must be included when renewing a Level II license **through the Licensing Office**. Forms that are incomplete or submitted without appropriate documentation for each professional development activity will be returned.

2. Individual Professional Development Plan

If you are renewing a level II license and do not have an L/RSB, you are now required to submit an Individual Professional Development Plan (IPDP) with your renewal material.

Instructions and the required forms are available online at the following web address:

http://education.vermont.gov/new/html/licensing/forms/renewal_non-lsb_level_2.html

You will need to download and print out the forms. They cannot be submitted electronically.

If you are unable to access this material online, you have two options:

- Email the Department of Education at **doe-licensinginfo@state.vt.us**. We will e-mail the material to you as an attachment.

Or

- Call the Licensing Office at (802) 828-2445 and ask for the IPDP and Professional Development Activity Verification material. We will mail you the general information material and the IPDP SMART Goals form.

Your IPDP must be submitted with your renewal form.

Important information: If you become employed in a Vermont educational entity served by a Local or Regional Standards Board, you must submit your IPDP to that board within six months of hire.
(Vermont Licensing Regulations 5626 and 5637)



Child Support, Tax, and Unemployment Compensation Contributions Good Standing Form

- Vermont Law requires you to sign a Good Standing Statement for Child Support, Tax and Unemployment Compensation Contributions.
- You are required to sign these even if you do not have children and/or do not pay child support, do not owe taxes to the State of Vermont, or were never an employer.
- You must complete all **three** sections of the **pink** form, include your Social Security number, and sign and date this form.



Send your renewal packet to the Office of Educator Licensing

The packet should include:

- ☐ White Renewal Form,
 - ☐ White Disclosure Form,
 - ☐ Blue Drop an Endorsement Form (if appropriate),
 - ☐ Pink Statement Regarding Child Support, Tax and UCC,
 - ☐ Professional Development Activities Form,
 - ☐ Individual Professional Development Plan,
 - ☐ Orange Return Post Card with your address and a stamp,
 - ☐ A check made out to the **“DOE – Licensing Office”** (Do not send cash)
- Mail the completed packet and your check to Vermont Department of Education - Office of Educator Licensing, 120 State St., Montpelier, VT 05620-2501

Activities that qualify for PROFESSIONAL DEVELOPMENT credit

The following activities meet state professional development requirements for relicensure or reinstatement of a lapsed license and shall be approved by L/RSB's and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional development activities submitted for license/endorsement renewal shall:
 - a) relate directly to the knowledge and performance standards of the endorsement(s) being renewed and/or to the 5 *Standards for Vermont Educators* and 16 educator principles incorporated within the 5 standards, and
 - b) relate directly to the goals outlined in the educator's approved Individual Professional Development Plan (IPDP).
- 2) Relicensure credit may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) Relicensure credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional development activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional development is equivalent to one (1) relicensure credit. Relicensure credits and academic credits apply equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one-half (½) hour.
- 5) Preapproval of professional development activities is suggested but not required.
- 6) Level I renewals require three credits of professional development in the endorsement area. One of the three credits must align with the content and knowledge standards of the endorsement.

Level II renewals require nine credits of professional development in the endorsement area. Three of the nine credits must align with the content and knowledge standards of the endorsement.

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional development requirements to renew multiple endorsements and also both Level I and Level II licenses.
- 8) All limitations in the grid below apply to Level II renewals only.

Name of Activity	Documentation Shall Include:	Limitations for Level II Only
1. Academic Courses (graduate, undergraduate)	<ul style="list-style-type: none"> Official transcript or grade report 	<ul style="list-style-type: none"> Credits granted will be equivalent to credit indicated on the transcript or grade report No limit on percentage of required credits that may be earned in this manner
2. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, DOE etc.)	<ul style="list-style-type: none"> Verification of participation, program content and contact hours 	<ul style="list-style-type: none"> No limit on percentage of required credits that may be earned in this manner
3. Designing, Developing and Teaching Courses or Workshops	<ul style="list-style-type: none"> Course or workshop syllabus Verification by institution or organization that course/workshop was held 	<ul style="list-style-type: none"> Limited to initial offering or complete redesign of course/workshop Limited to 1/3 of required credits per endorsement
4. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service	<ul style="list-style-type: none"> Description of job/position, educational travel, or volunteer service Employer or sponsor verification of experience or service, including number of hours or weeks of participation Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.) 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement

Name of Activity	Documentation Shall Include:	Limitations for Level II Only
5. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement
6. State Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement
7. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project/activity convener of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement
8. Educational Research and Publication	<ul style="list-style-type: none"> Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement
9. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> Letter from the state of Vermont Department of Education National Board Certification Coordinator verifying submission of the portfolio, or a copy of the National Board Certificate earned 	<ul style="list-style-type: none"> A NBPTS portfolio may be submitted in lieu of a relicensure portfolio only once for each comparable endorsement unless the educator also completes the certificate renewal process. (Please contact the Department of Education or L/RSB for an updated list of the comparable endorsements.)
10. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> Official documentation of passage of the examination or receipt of the first CD 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement Limited to first issuance of credential or CDL
11. Peace Corps Experience	<ul style="list-style-type: none"> Verification by the organization director (or equivalent) of participant's role and number of months of participation 	<ul style="list-style-type: none"> Limited to 2/3 of required credits per endorsement
12. Clinical Continuing Education Required for Other Required Professional Licensure (applies to Educational Speech-Language Pathologists, School Nurses and Associate School Nurses, School Social Workers, and School Psychologists only)	<ul style="list-style-type: none"> Official transcript or grade report if an academic course Verification of participation, program content, and contact hours if a workshop/seminar/professional conference 	<ul style="list-style-type: none"> Limited to ½ of required credits per endorsement
13. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> Brief description of goals and outcome of activity/project Verification by project organizer of <ul style="list-style-type: none"> participant's role number of contact hours 	<ul style="list-style-type: none"> Limited to 1/3 of required credits per endorsement
14. Participation in Mentoring Program as a Mentor or a Mentee	<ul style="list-style-type: none"> Brief description of outcomes from mentoring program Verification by mentor of participant's role accompanied by number of hours Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of mentor training and contact hours involved 	<ul style="list-style-type: none"> Maximum of 3 credits may be awarded for participation in a Mentoring Program as a Mentor or Mentee.

Frequently Asked Questions

How much are my renewal fees?

All fees are based on this formula: 1 year of license = \$ 40.00 fee.

I am renewing a	and it is remaining at	This license is issued for	The fee is
Level I license	Level I	3 years	\$ 120.00
Level II license	Level II	7 years	\$ 280.00
Level I and Level II License	Level I and Level II	3 & 7 years respectively	\$ 400.00
Retired Educator license		7 years	\$ 280.00

How much do I pay if I am moving an endorsement from Level I to Level II?

If you move a	to a	a license will be issued that is valid for	The fee is
Level I endorsement	Level II license and you do not have at least one endorsement on a Level II license	seven years You will receive a Level II license	\$ 280.00
If you move a	to a	a license will be issued that is valid for	The fee is
Level I endorsement	Level II license and already have at least one endorsement on a Level II license	the duration of the existing Level II license. You can only be issued one Level II license; however, a license can hold more than one endorsement. Contact your L/RSB for information about pro-rating your professional development requirements if the endorsement you moved will be held for less than 7 years.	\$ 40.00

How do I move an endorsement from Level I to Level II?

Moving an endorsement from Level I to Level II requires that you have taught in Vermont under that endorsement area for three years. It also requires that your **current administrator** provides a recommendation, and the submission of an IPDP approved by your Local or Regional Standards Board. If you are not under the jurisdiction of an L or RSB, the Licensing Office can now move an endorsement from Level I to Level II. The recommendation must come from the Local or Regional Standards Board if you are under their jurisdiction. (**Licensing Regulation 5431**)

I have two endorsements on my Level I (or Level II) license. Do I pay for each endorsement?

No. A license may hold more than one endorsement. You only pay for the appropriate license, not the individual endorsements.

Do I have to pay both the Level I and Level II fees if I am renewing one endorsement at Level I and a different endorsement at Level II?

Yes. These two licenses represent different levels of experience.

What is a Level I license?

The **Level I license** is granted when you first qualify for an educator license or when you add an endorsement. Level I licenses are now valid for three years.

All additional endorsements are added at Level I.

What is a Level II license?

The **Level II license** is a professional educator license and is granted for seven years.

Many educators have both a Level I and a Level II license. For some people, the Level I and Level II licenses expire in different years. For others, the licenses may expire in the same year. If you have endorsements at Level I and at Level II, you must pay the fee for **each license** when that license expires.

I have worked in an endorsement area in Vermont for three years and my L/RSB has recommended me for a Level II license. I don't want to move this endorsement to a Level II. May I stay at Level I?

No. If you meet the criteria for a Level II license and you are recommended by your Local or Regional Standards Board to move to a Level II license, you **must** prepare an **Individual Professional Development Plan** and move this endorsement to Level II. You also need to have the transitional form signed by your **current administrator**. **You do not have the option to remain at a Level I.**

All of my endorsements are at Level II. When I added an endorsement this year I was required to pay fees for a Level I license. Why is this endorsement at Level I and all of my other endorsements at Level II?

Regulations require that all new endorsements be placed on a Level I license, no matter how experienced you are at teaching in the other endorsement areas. This ensures that you meet all the requirements of Level I before moving to Level II.

I don't want to renew all of my endorsements. Can I drop some from my license, but keep others?

Yes. Complete the **Drop An Endorsement Form** and return this with your renewal packet. Also remember that you must have the chair of your L/RSB sign and date this form if you work in a school with a board.

How will I know the Licensing Office has received my forms and fees?

If you enclose the *orange self-addressed and stamped (SAS)* Return Post Card with your renewal forms and fees, we will mail it back to you the day we receive your renewal packet. This is our way of notifying you that your renewal packet has been received. **Keep this card.** It can be used as verification to your superintendent that your renewal forms were sent in on time and that your license is in process.

If you **do not** enclose the SAS Return Post Card with your renewal, you **will not** be notified that we have received your renewal form.

May I call the Licensing Office to see if my forms were received?

The Licensing Office receives hundreds of phone calls and emails each week during the annual renewal period. The most efficient way to find out the status of your renewal is to:

- **Send the SAS Return Post Card with your renewal mailing.** We will send you this postcard confirming that we have received your renewal forms.
- **MAIL YOUR RENEWAL EARLY! Each year the Licensing Office receives a large number of renewal forms and fees on June 30th, the deadline for renewals. You will receive a faster response if you send your renewal form prior to May 15th.**
- **If you have not received your license 2 months after you have received your returned orange postcard, please call the Licensing Office at 802-828-2445.**

What happens if the Licensing Office has a question about my forms or fees?

When the Licensing Office has questions or needs clarification about the renewal form, a Licensing Specialist will either contact you or the L/RSB chair.

If the question refers to the information **you** completed, the Licensing Specialist will contact **you**.

If the question refers to the action by the **L/RSB**, the Licensing Specialist will contact both you and the **L/RSB Chair**. In order to expedite the process you may wish to contact your L/RSB chair.

In some cases it may be necessary for the Licensing Office to return the original form to you or the L/RSB chair. If this occurs, the original form must be returned to the Licensing Office with the requested information.

What is a Local Standards Board (LSB)?

Licensing Regulation 5622

A local standards board shall be established and maintained for the primary purpose of recommending teachers for relicensure. Such recommendations shall be based on an LSB-approved Individual Professional Development Plan (IPDP) and corresponding LSB-approved professional development activities, an LSB-approved professional portfolio, these regulations, standards defined by the Standards Board, and procedures set forth in a local plan of operation that has been approved locally and by the Standards Board.

Current Teachers who also hold administrator endorsements shall renew those endorsements through the local standards board.

What is a Regional Standards Board (RSB)?

Licensing Regulation 5632

A regional standards board shall be established and maintained for the primary purpose of recommending administrators for relicensure. Such recommendations shall be based on an RSB-approved Individual Professional Development Plan (IPDP) and corresponding RSB-approved professional development activities, a RSB-approved professional portfolio, these regulations, standards defined by the Standards Board, and procedures set forth in a regional plan of operation that has been approved regionally and by the Standards Board.

Current Administrators who also hold teacher endorsements shall renew those endorsements through the regional standards board.

What happens if the Licensing Office needs to contact my L/RSB during the summer?

We will contact the **L/RSB** at their summer address if one has been given to the Licensing Office. The Licensing Office strongly recommends that you ask your L/RSB for the summer address prior to the end of school in the event that you need to contact your chair during the summer months.

Can I renew my license directly through the Licensing Office?

That depends on where you worked during the 2008-2009 school year.

If you **worked** in a school served by a Local or Regional Standards Board during the 2008-2009 school year, you **must** renew through your Local or Regional Standards Board.

If you **did not** work in a school served by a Local or Regional Standards Board during the 2008-2009 school year, you may either:

- 1) renew your license directly through the Licensing Office, **or**
- 2) you may contact a Local or Regional Standards Board in your area and ask if they will assist you with the renewal process. This applies to educators at independent schools.

Some LSB's will assist educators outside of their jurisdiction. To find a list of LSB's in your area, please go to the following web site:

http://education.vermont.gov/new/html/pgm_prostandards/lrsb/lrsb.html

Contact the Department of Education Consultant for Local and Regional Standards Boards at 828-1370 for more information about Local and Regional Standards Boards in your area.

If you renew through either the Licensing Office or the L/RSB, the requirements are the same.

I have tried to resolve renewal issues by working with my L/RSB (or the Licensing Office), but I don't agree with the decisions. Is there an appeal process?

Yes. The appeal process is found in Chapter 51 of Title 16 V.S.A. section 1696(f) and can be located at:

<http://www.leg.state.vt.us/docs/legdoc.cfm?URL=/docs/2006/acts/ACT214.HTM>

When will I receive my renewed license?

Our goal is to either 1) send your new license, or 2) correspond with you or your L/RSB within **six weeks** of receipt of your forms and fees. Most educators hear from us sooner.

What will be the issuance date of my license?

The issuance date on all renewed licenses is **July 1 of the License's expiration year**. If you submit your renewal form early, your new license will still have the issuance date of July 1 because your existing license is valid until June 30.

Your license cannot be issued until all issues have been resolved.

What happens if I don't renew my license by the expiration date?

Your completed renewal forms must be postmarked no later than June 30th of the expiration year. If your renewal form is not postmarked by **June 30th, you are no longer eligible to renew your license.** If this occurs, you are no longer licensed to work in public education in the State of Vermont.

Should your license expire, you will have to reinstate it before you can work in a public school.

License reinstatement is a lengthy process that requires additional fees and may require a new criminal record check via fingerprinting.

Please don't let this happen. Send your renewal forms to the Licensing Office before your license expires.

RENEW BEFORE YOUR LICENSE EXPIRES ON JUNE 30TH.

Replacement Forms

If you need a replacement for your white Educator Renewal Form, please contact the Licensing Office at **doe-licensinginfo@state.vt.us**

or call the **Licensing Help Line at 828-2445.**

Who do I call if I have questions?

If you have read these instructions and reviewed all forms but still have questions about the renewal process, you may contact the Licensing Office at **doe-licensinginfo@state.vt.us** or call the **Licensing Help Line at 828-2445.**

NOTE: CHANGE OF LOCATION

If you plan to deliver your licensing materials in person, please note that Educator Licensing is no longer physically located at 120 State Street, Montpelier. The licensing office is located at 1311 U.S. Route 302, Berlin, in the large building between Burger King and the Vermont Steak House on the Barre-Montpelier Road. The front entrance to department spaces is located slightly left of center and is distinguished by a double door. The phone number, e-mail and mailing address have not changed.

Please have this booklet and all forms available when you call.